



*Maine Historical Records  
Advisory Board*

**2016-2017**  
**HISTORICAL RECORDS COLLECTIONS**  
**GRANT PROGRAM**  
**MAJOR GRANTS**

**GENERAL COLLECTIONS**

**CIVIL WAR-RELATED COLLECTIONS**

**MAINE BICENTENNIAL-RELATED COLLECTIONS**

Welcome to the Historical Records Collections Grant Program for the preservation of archival collections. Any subject area is eligible, but Maine Bicentennial and Civil War collections are especially encouraged.

This is a collaborative effort of the Maine State Archives and the Maine Historical Records Advisory Board. Funding for the grant program comes from the National Historical Publications and Records Commission.

This packet contains information for the grant program for applicants requesting between \$1,000 and \$4,000. There is a separate application for smaller projects.

New to grants? Wondering if a project you are thinking about might be eligible? Confused by any part of the application? Just contact:

Maine State Archives  
287-5790

We look forward to working with you.

Dave Cheever  
Maine State Archivist

This **Guide to the Historical Records Collections Grant Program: Major Projects** is arranged as follows:

## **Introduction**

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# **Historical Records Collections Grant Program:**

## **Major Projects**

### **INTRODUCTION**

The primary purpose of this program is to preserve Maine's significant historical records (archives) and make them available to the public. In your narrative, it is very important that you make it clear why your records are important to understanding the history of Maine or the United States.

Projects dealing with bicentennial collections and Civil War collections are especially encouraged because Maine has a rich heritage, and collecting, cataloging, and digitizing collections will help ensure that the records of that heritage do not disappear. There is heightened interest in the upcoming Maine Bicentennial and in Civil War records because of the recent Civil War sesquicentennial, which provides an opportunity for repositories to highlight those collections. It is important that they are properly housed, organized, digitized, and made known to researchers to make use of them without harming the collections.

### *Guiding concepts*

In general, the Board favors the following:

- Basic preservation steps, rather than item-level conservation work.
- Describing your archival collection should be a logical process: A basic inventory of the entire collection, followed by a basic level of organization (description at the collection or series level; housed appropriately) before doing folder or item-level description. This program does not normally fund item-level description, except for photographs, which may be described individually at a basic level.
- Preservation of original information over preservation of the object.
- Cost effective approaches to the preservation of information.
- Digitization can be an effective method for improving access to a collection. Any digitization projects should also insure that the originals are archivally housed and are monitored.

# I. APPLICATION INFORMATION

## A. Who is eligible?

Local governments that comply with the *Rules for Disposition of Local Government Records*<sup>1</sup>;

Non-profit organizations that are:

- collecting organizations (historical societies, libraries, or museums) that have a mission statement and a collections policy [include with application], or
- organizations preserving institutional records that have a mission statement [include with application]; and,

State agencies whose responsibilities include caring for a historic collection.

In addition:

- A designated staff person or volunteer who cares for the collection is required,
- A person involved in the project must have had relevant archival training, such as workshops or formal education.
- Collections must be made available, by scheduled hours or appointment, to the public by the end of the project.

## B. How can I strengthen my application?

**Preference is given to projects that:**

- use cost-effective approaches to preserving original information and making it available to researchers
- are part of a plan to place an entire collection under intellectual control as opposed to doing detailed work on a small portion.

**Projects are also preferred that:**

- deal with historically significant collections
- address threats to collections from environmental conditions, anticipated overuse,
- demonstrate an ability to sustain a commitment to collections and facilities maintenance
- preserve collections relating to Maine Bicentennial and the Civil War
- include cash as part of the required match
- demonstrate improved collection protection
- demonstrate a need for outside funding
- demonstrate collaboration with other organizations (libraries, governments, historical societies) where appropriate

The primary purpose of this program is to preserve Maine's significant historical records collections and make them available. Assert clearly why the collections are important to understanding the history of Maine or the United States.

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<sup>1</sup> Available online at <http://www.state.me.us/sos/arc/records/local/schedules.html>

## C. Funding Amounts and Required Community/In-kind Match

### Grant Amounts

Grant awards will be in the \$1000 to \$4000 range for work on an extraordinary collection of statewide importance or on a project that demonstrates strong collaboration.

### Restrictions

All purchases made with grant funds and all matching contributions must be made during the grant period and be directly associated with the project. Grant funds may not be used to pay for existing supplies or previous work. Grant funds may not be used to pay existing staff salaries, but may be used to pay someone who usually volunteers, or who is working beyond regular hours.

### Required Match

The applicant must supply a 1:1 in-kind or cash match. This means that for every \$1 of grant money, the applicant supplies \$1 of in-kind or cash match. Ineligible items may demonstrate commitment to the project, but may not be included as match in the budget. Although not required, the Board prefers to see some of the match as cash for organizations with at least one full-time paid staff person.

In-kind (non-cash) match may include:

- portion of staff salaries devoted to the project;
- volunteer time (budget at an equitable pay scale;
- supplies/services that are donated, or supplies that were previously purchased;
- overhead such as electricity, basic phone service, up to 10% of the grant amount;
- donated housing or meals for a consultant or worker.

Cash match may include payment for:

- supplies, services, minor equipment;
- consultants, consultant expenses, or additional staff;
- additional hours from an existing employee.

Applicants are encouraged to involve their communities for in-kind support such as a donated scanner or a copy machine; or a supply of acid-free paper

## D. Project Timing

Application Postmark Deadline:	Earliest Start Date:	Project must be completed by*:
October 1, 2016	December 1, 2016	May 31, 2018
February 1, 2017	March 15, 2017	May 31, 2018
May 1, 2017	June 15, 2017	May 31, 2018
October 1, 2017	December 1, 2017	May 31, 2018

\* Additional time may sometimes be granted, if justified, on a project by project basis.

Organizations may submit only one application at each grant deadline. Applicants do not have to finish a project before submitting another application; projects may run concurrently. If the applicant does have an active project funded through this program, include a status report on that project with the application.

## E. What materials are eligible?

### Original historical records, usually unpublished, including:

- manuscripts (diaries, letters,, whether hand- or type-written, or in electronic form)
- accounting records (bound ledgers, account books, computer spreadsheets)
- photographic prints and negatives (slides are not eligible)
- architectural/engineering drawings and blueprints
- audio tape recordings, existing oral histories
- motion picture films and video tapes
- local government records scheduled to be retained permanently
- materials that may have been published and had limited distribution (such as postcards, stereo views, and maps)
- paper-based ephemera (documents with one time use: posters, invitations)
- scrapbooks containing original historical records.

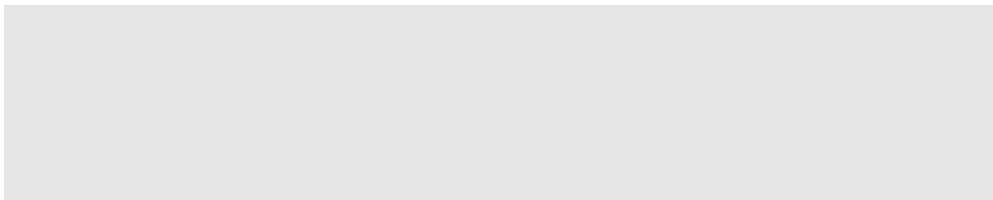
## F. What is ineligible?

- Major capital equipment or computers, cameras, software<sup>2</sup>, etc. However, minor capital equipment which furthers the preservation of collections, such as environmental monitors, archival-quality shelving, flat files, and map cases, is eligible.
- building, architectural or landscape restoration
- exhibitions or publishing projects, whether traditional or Web based
- complete restoration (unbinding, de-acidifying, and rebinding) of bound manuscripts<sup>3</sup>
- photographic slides
- museum objects or most published materials.

With the exception of photograph collections, *item-level cataloging is not normally supported by this program*. If you are cataloging at the item level (as opposed, for example, to the folder or series level), you must justify that approach.

## G. Examples of Projects

- purchase storage materials (acid-free folders, boxes, photo sleeves) and archival quality shelving to rehouse a collection
- hire an archivist to create a finding aid for a large collection
- make archival copies of a photograph collection
- microfilm unique important records, including town records [special worksheet required: call 287-5790 or go to Web site]
- hire a consultant to evaluate collections facilities and recommend storage options and environmental condition improvements.
- Digitizing to improve access to a collection



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<sup>2</sup> The State Archives has developed a free collections management software program for those who have Microsoft Access. Information and files are available at <http://www.maine.gov/sos/arc/databases/#CMS>.

<sup>3</sup> Microfilming is the most cost-effective way to preserve the information contained in the record books and is covered by the grant program.

**HISTORICAL RECORDS COLLECTIONS GRANT PROGRAM  
MAJOR PROJECT APPLICATION COVER SHEET**

Applicant Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number and hours available: \_\_\_\_\_

FAX: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Do you have a formally adopted Collections Policy? YES NO (*circle one*)

Date of Adoption \_\_\_\_\_ *Please submit first page*

Project Title \_\_\_\_\_

Brief description of your project: \_\_\_\_\_

**Budget**

1. Grant money requested: \_\_\_\_\_

2. In-kind match: \_\_\_\_\_

3. Cash Match: \_\_\_\_\_

TOTAL cost of project: \_\_\_\_\_

(add 1-3)

**Project Dates** (See Section D "Project Timing" in the Guide.)

Beginning Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**Signature of Authorized Official** (e.g., Executive Director, President of Board)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

*Have you included the following?*

- ☐ Cover sheet
- ☐ Project narrative
- ☐ Budget (accompanied by Microfilming Worksheet for filming projects)
- ☐ Mission statement and First page of Collections policy OR Eligibility Form for Local Government Records (#1 of Project Narrative)
- ☐ Resume(s) or description of experience (#6 of Project Narrative)
- ☐ Letter(s) of support from any essential collaborators

Sample applications and recommended approaches are available upon request or on the web site (<http://www.state.me.us/sos/arc/mhrab/grants.html>).

*Postmark deadlines*

October 1, 2016; February 1, 2017, May 1, 2017, October 1, 2017, February 1, 2018

Please send completed application to:

Historical Records Collections Grant Program

Maine State Archives, #84 State House Station, Augusta, ME 04333-0084

Historical Records Collections Grant Application-Major Projects 2016/2017



## HISTORICAL RECORDS COLLECTIONS GRANT PROGRAM



### MAJOR PROJECTS: NARRATIVE

Please answer the following questions in numerical order, in 1 to 4 pages. Certain items may be more applicable to some projects; response length may vary. You do not have to use this form, as long as you follow this format, and reply to each question. If you have any questions about the application, please contact Maine State Archives (287-5790).

#### 1. Eligibility Enclosures

- a. Collecting Organizations (historical societies, museums, etc.): Mission Statement and the first page of the Collections Policy. Libraries should submit the portion of their Collections Policy that relates to their archival material.
- b. Local Governments: Eligibility Form for Local Government Records (available on Web site or by request)
- c. Organizations preserving institutional records: Mission Statement

#### 2. What is the specific Purpose of the Project?

#### 3. Describe the Collection and Facility involved in the Project (*see Worksheet following narrative questions*)

*Collections:* Size, types of materials, dates, subject content, historical significance, threats, relationship to entire historical records collection.

*Facility:* Dimensions (approximate); conditions; specific deficiencies and how they impact collections.



**4. Project Work Plan** (*see Worksheet following narrative questions*)

Schedule, procedures, facilities, collaborations, finding aid

**5. Relationship to goals and plans of your organization**

Describe your past and future commitment to the facility and collections, and your need for financial support in order to undertake this project.

**6. Personnel:** Attach resumes and/or describe qualifications. Identify the person who cares for your collection. For the principal people involved in the project, ensure that qualifications relevant to this project are clear. Identify the training (archival workshops, formal education) that qualifies them for their role.

**7. Public Awareness.** Describe plans to create public awareness about the project (contact local newspaper, local legislator, town officials; send press releases, create Web site.

Sample applications and recommended approaches are available upon request

## E. Worksheet for Project Narrative Questions #3 and #4

**This worksheet is NOT a substitute for the required project narrative.**

These items are central to our ability to review your project. Applications with incomplete answers are unlikely to be successful. This worksheet, while not mandatory, should help develop those answers. After completing it, use the information to write your narrative (you can give the answers in summary form or use bullets). If you wish, you may attach this sheet, but you still must answer Questions #3 and #4.

### #3. Describe the collection involved in the project

- Size of the collection (specific numbers). Select the most convenient measurement; do not count the same materials twice.  
\_\_\_\_\_ linear feet      \_\_\_\_\_ letter-size file drawers      \_\_\_\_\_ boxes      \_\_\_\_\_ items  
\_\_\_\_\_ cubic feet      \_\_\_\_\_ legal-size file drawers      \_\_\_\_\_ other (specify)
- Which of the following types of materials are in the project collection? (*circle all that apply*)  
manuscripts      photographs      motion picture films      postcards  
diaries      blueprints      video tapes      stereo views  
bound ledgers      maps      tape recordings      town/county records  
other (specify):
- Which materials predominate? \_\_\_\_\_
- Dates covered in the collection: Earliest year \_\_\_\_\_ Latest year \_\_\_\_\_
- Most (bulk) of the collection: Earliest year \_\_\_\_\_ Latest year \_\_\_\_\_
- Content  
What subjects are covered? (*circle*)  
African Americans      Genealogy      Politics, government, law  
Agriculture      Labor      Revolutionary War  
Arts and architecture      Local history      Civil War  
Bicentennial  
Business/industry/ manufacturing      Maritime      Science and technology  
Medicine and health care      Military      Social service/charitable org.  
Environment/natural resources      Native Americans      Education  
Transportation and communication      Religion      Women  
Other (specify):
- What subjects predominate?
- What is the collection's historical significance? Why is it important in Maine history? Why would a researcher use this collection?
- Threats (if any) to the collection:

- What is the relationship of the project collection to the entire archival collection? (size, dates)

#### #4. Describe the Project Work Plan

When will the project start? \_\_\_\_\_ When will it end? \_\_\_\_\_

What activities will take place and in what time period?

MONTH	ACTIVITY

How many people are on the project team? \_\_\_\_\_

How often will the team meet; for how long each time? \_\_\_\_\_

What will the rate of work be? \_\_\_\_\_

- Does the math work? If you estimate how many photographs will be re-housed each month, and multiply it by the number of project months, will you be able to complete the project?
- Procedures. Include draft examples of relevant forms (data collection), if possible. How, exactly, will the work be done?
- Facilities/site description where the work will be done:
- Collaboration with other organizations, if any:
- How will collections be made available after the project is completed?
- What type of finding aid will be created?

# HISTORICAL RECORDS COLLECTIONS GRANT PROGRAM PROJECT BUDGET FORM

**Organization:** \_\_\_\_\_

You do not have to use this sheet, as long as you follow this format. If your project involves microfilming, request a **Microfilming Worksheet**. Please outline the funds required to carry out your project, keeping in mind funding eligibility rules.

**Project Costs:** Total estimated budget.  
**Cash Match:** Cash your organization will commit.  
**In-Kind Match:** In-kind services your organization will provide.  
**Funds Requested:** Amount you are requesting from the grant program.

	TOTAL Project Costs	Less Cash Match	Less In-Kind Match	=	Grant Funds Requested
A. Project Staff (paid and volunteer) Name; time x rate				=	
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
B. Travel -- Destination; distance x \$.44; other travel expenses ( <i>specify</i> )				=	
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
C. Supplies and materials -- items, cost (remember to include shipping costs)				=	
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
D. Services (telephone, postage, printing, etc.)				=	
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
E. Microfilming ( <i>Separate worksheet must be filled out for microfilming costs. Enter the total here.</i> )				=	
_____	_____	_____	_____	=	_____
F. Other costs (specify)				=	
_____	_____	_____	_____	=	_____
_____	_____	_____	_____	=	_____
<b>TOTAL</b>	A)			=	B)

Maximum Grant Amount (B) = 50% of Total Project costs (A)